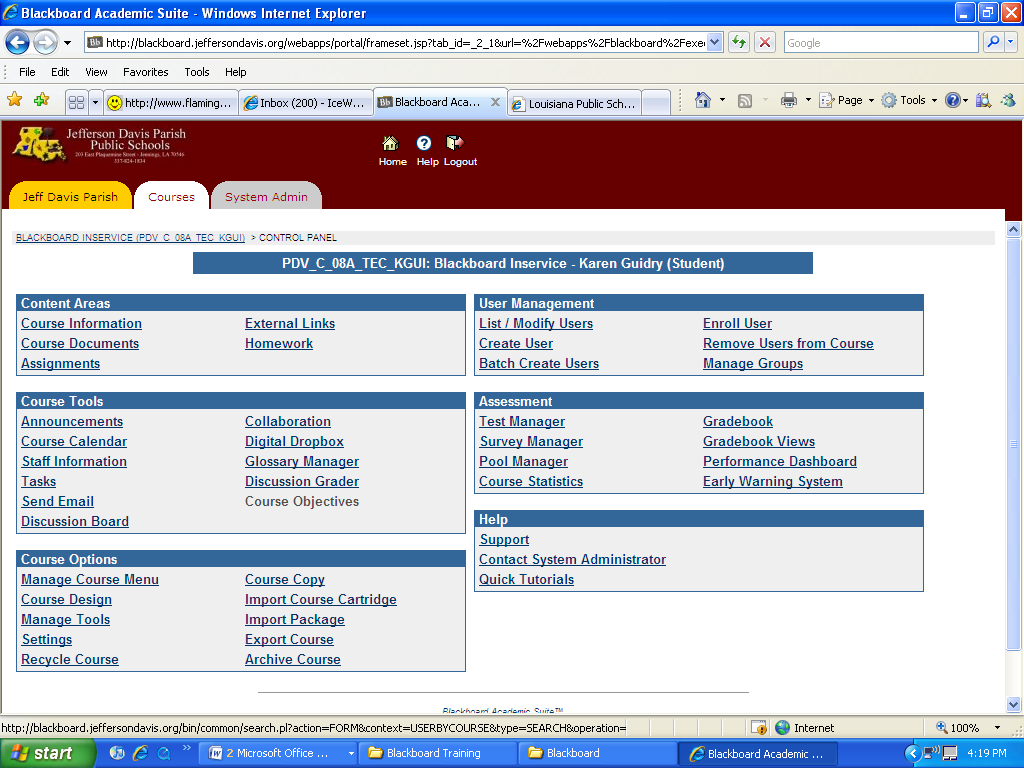
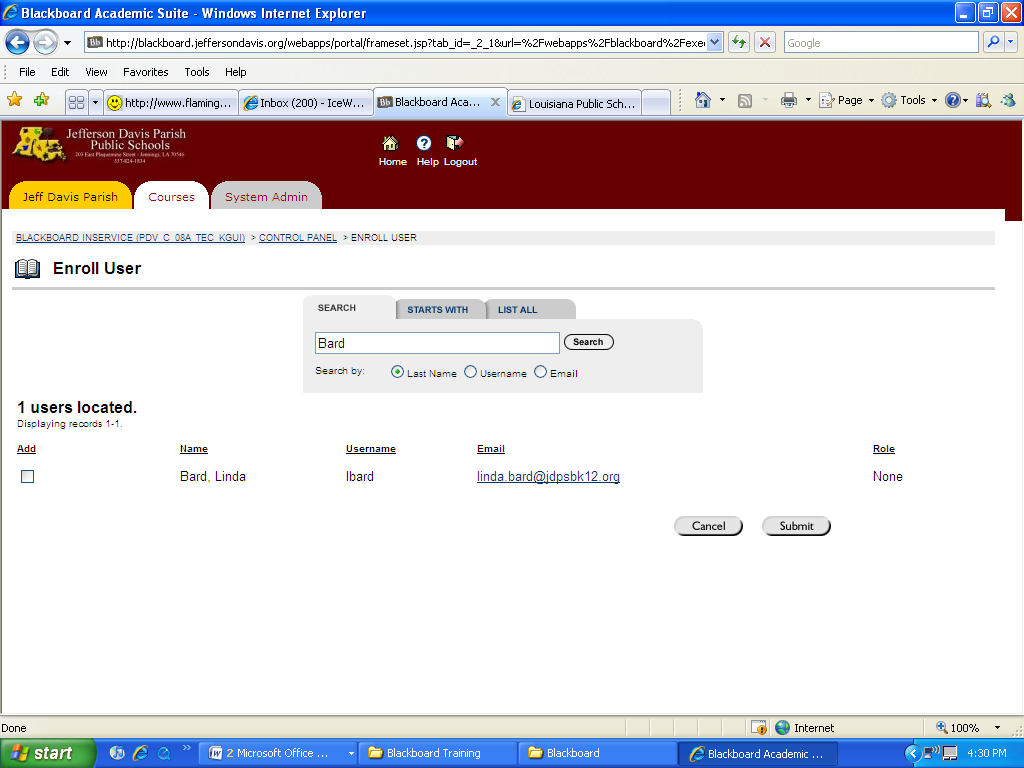
# User Management

**Enrolling a User in a Course**

1. In the User Management section of the Control Panel, click enroll user.
2. Enter the first few letters of the user’s last name and click the Search button.
3. When the list of users appears, check the Add box next to the user(s) you want to enroll.
4. Click the Submit button.
   * + If you do not see the student listed that you want to add to your course, ***first*** *check your roster for the course* to make sure the student has not already been added to the course. This saves embarrassment when calling and reporting that the student cannot be added due to their name not appearing in the user list only to find out they were on your course roster already.
     + If you have double checked the course roster and the student you are trying to enroll is not already on the course roster, then contact Karen for assistance.

*Course Instructors must enroll their own students, after submitting their list of students on the correctly formatted Excel file to the Blackboard administrator.*